

HAND AND PORTABLE POWERED TOOLS CHECKLIST (OSHA)				
THINGS TO LOOK FOR	N/A	YES	NO	REMARKS/ACTION TAKEN/DATE
<b>Hand Tools and Equipment</b>				
All tools and equipment used by employees at their workplace are in good condition.				
Hand tools such as chisels and punches, which develop mushroomed heads during use, are reconditioned or replaced as necessary.				
Broken or fractured handles on hammers, axes, and similar equipment are replaced promptly.				
Worn or bent wrenches are replaced regularly.				
Appropriate handles are used on files and similar tools.				
Employees are made aware of the hazards caused by faulty or improperly used hand tools.				
Appropriate safety glasses, face shields, etc. are used while using hand tools or equipment which might produce flying materials or be subject to breakage.				
Jacks are checked periodically to ensure they are in good operating condition.				
Tool handles are wedged tightly in the head of all tools.				
Tool cutting edges are kept sharp so the tool will move smoothly without binding or skipping.				
Tools are stored in dry, secure locations where they won't be tampered with.				
Eye and face protection is used when driving hardened or tempered spuds or nails.				
<b>Portable (Power Operated) Tools and Equipment</b>				
Grinders, saws, and similar equipment are provided with appropriate safety guards.				
Power tools are used with the correct shield, guard, or attachment, recommended by the manufacturer.				
Portable circular saws are equipped with guards above and below the base shoe. Circular saw guards are checked to assure they are not wedged up, thus leaved the lower portion of the blade unguarded.				
Rotating or moving parts of equipment are guarded to prevent physical contact.				
All cord-connected, electrically operated tools and equipment are effectively grounded or of the approved double insulated type.				
Effective guards are in place over belts, pulleys, chains, sprockets, on equipment such as concrete mixers and air compressors.				
Portable fans are provided with full guards or screens having openings ½ inch or less.				
Hoisting equipment is available and used for lifting heavy objects, and are hoist rating and characteristics appropriate for the task.				
Ground-fault circuit interrupters are provided on all temporary electrical 15 and 20-ampere circuits, used during periods of construction.				

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Pneumatic and hydraulic hoses on power-operated tools are checked regularly for deterioration or damage.				
<b>Powder-Actuated Tools</b>				
Employees who operate powder-actuated tools are trained in their use and carry a valid operator's card.				
Each powder-actuated tool is stored in its own locked container when not being used.				
A sign at least 7 inches by 10 inches with bold face type reading "POWDER-ACTUATED TOOL IN USE" is conspicuously posted when the tool is being used.				
Powder-actuated tools are left unloaded until they are actually ready to be used.				
Powder-actuated tools are inspected for obstructions or defects each day before use.				
Powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes, and ear protectors.				
<b>Inspector:</b> _____ <b>Organization:</b> _____ <b>Date:</b> _____				